

DUTY STATEMENT

CTC-HR 101 (REV 06/18)

		RPA #	EFFECTIVE DATE:
EMPLOYEE'S NAME		POSITION NUMBER (Agency - Unit - Class - Serial)	
DIVISION/UNIT ASD/FBS		CLASS TITLE/WORKING TITLE SSM I / Contract Manager	
<p>You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers and members of the public to enable the CTC to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the CTC's Mission.</p>			
<p>BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.</p>			
<p>Under the general direction of the Staff Services Manager II (SSM II), the incumbent manages the Business Services Unit in the Administrative Services Division. The responsibilities include directing and supervising professional staff involved in contract and procurement, facilities maintenance, space acquisition and alteration, asset management, and safety program coordination.</p>			
Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
	<p>ESSENTIAL FUNCTIONS</p>		
35%	<p>Oversees the daily operations of purchasing and contract administration activities by providing oversight and guidance to subordinate staff, assist in resolving procurement issues, tracking and monitoring purchases, updating and implementing internal procurement policies, approving monthly P-Card Statements, reviewing requisitions and Fi\$Cal purchase orders. Process and monitor local agency reimbursements per contractual agreements, develop contract budget and invoice templates, develop more complex contracts including but not limited to Request for Applications, Interagency Agreements, grant contracts. Perform fiscal drills and submit annual legislatively required reports.</p>		
30%	<p>Plan, organize, and provide leadership guidance to staff. Monitor the team's priorities and goals. Assign tasks, establish deadlines, manage workload and workflow, track and review staff assignments to ensure work is complete, accurate, and timely. Perform various supervisory responsibilities related to staff management and unit operations.</p>		
15%	<p>Develops, recommends, and implements administrative policy and procedure changes as it relates to business services operations to meet the Commission's needs. Ensure internal program policies and procedures are followed and adhered to in accordance with State statutes, regulations, and policies.</p>		
10%	<p>Act as facility main point of contact and oversee facilities management. Analyze facility-related requests, develop solutions and recommendations, and resolve issues. Develop facility management plan, track project and budget expenditures, and manage facility contracts. Coordinate for office alterations, repairs, modular furniture and partition installations, and moving services. Ensure building safety and coordinate with CHP, fire marshall, and property management as needed. Oversee mailroom daily activities to ensure timely movement of incoming and outgoing mail.</p>		
5%	<p>Manage departmental assets. Use the asset tracking module within Fi\$Cal to record, reconcile, transfer, monitor usage, and assign each individual asset. Create asset management control forms as needed. Analyze and identify equipment needs for upcoming equipment purchases and inventory assignments.</p>		
	<p>MARGINAL FUNCTIONS</p>		
5%	<p>Act as the Fiscal and Business Services team lead in the absence of the SSM II on various projects, provide leadership and guidance to staff, and perform other work-related duties as assigned.</p>		

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KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as procurement, budget, personnel, management analysis, planning, program evaluation, or related areas; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources.

Skill to:

INTERPERSONAL SKILLS

- Demonstrate ability to act independently, with open-mindedness, flexibility, and tact.
- Superior customer service-oriented attitude.

DESIRABLE QUALIFICATIONS

- Ability to manage multiple tasks and processes simultaneously.
- Strong analytical skills; ability to collect and analyze data, identify trends.
- Ability to quickly and proficiently adapt to changing fiscal systems.
- Strong writing skills – the ability to provide complex information with clarity. The ability to provide effective and succinct written analysis of complex problems
- Strong communication skills. Provides accurate, timely, and relevant budget information as needed.
- Proficiency in complex spreadsheet design and relational database systems.
- Working knowledge of State Procurement in accordance with State Contracting Manual and State Administrative Manual, as well as Government Codes

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment:

- Vacations and time away from the office may be restricted during peak times where attendance at meetings is required and for fiscal year-end closing. Regular and punctual attendance is required.
- Incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.
- Incumbent may be required to sit for long periods of time using a keyboard and video display terminal.
- Occasional overtime may be required for fiscal year-end closing and budget development.

Physical Ability:

- Ability to sit for prolonged periods

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

PERSONAL CONTACTS

Has daily contact with Commission management and staff and occasional contact with other state agencies

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES

The incumbent serves as the agency's procurement subject matter expert, and as such, holds a high level of responsibility. Actions of the incumbent have agency-wide repercussions and therefore there is a high consequence of error.

MANAGER/SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

MANAGER/SUPERVISOR'S NAME (Print)

MANAGER/SUPERVISOR'S SIGNATURE

DATE

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EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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